



alabama junior
and community
college association

newsletter

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In this issue . . .

- *Association Business:
Constitution Revision*
- *Conference Accommodations:
Hotel Information
Shuttle Services*
- *Conference Information:
Program Outline*

Message from the President

Alice W. Villadsen

Building Alabama's Future will be the theme for this year's twentieth anniversary celebration for Alabama's two-year college system. AJCCA is excited about co-sponsoring conference activities with the Chancellor's Task Force on Professional Development. I hope that each of you has made appropriate hotel reservations for the evenings of Wednesday, April 10, and Thursday, April 11, in Birmingham hotels. Please check in this publication for the best hotel location for your own discipline or work area.

Also in this newsletter you will find an abbreviated schedule of activities for the conference. More specific program materials will be available soon. Currently, 53 separate program committees have planned Thursday's discipline/work area related workshops. In addition, AJCCA commissioners and

officers, along with Task Force members, are putting final touches on Wednesday and Friday joint sessions. Special activities will include an anniversary reception, Outstanding Student competition, expanded exhibits

for both academic and technical employees, and sponsored refreshment breaks.

Please pay particular attention to the revised Constitution included in this publication. A business session of AJCCA is scheduled for Wednesday, April 10, at 1:00 in the Concert Hall of the Birmingham Civic Center. Our primary agenda item will be voting on the new Constitution. I'm sure that you recognize the significance of the meeting and will be in attendance.

What a challenge we all face as two-year college employees under the direction of Charles Payne. His positive attitude about the role of our system in Alabama's future has given each of us renewed vigor and hope. Surely we are important elements in the changing face of Alabama education.



Alice Villadsen and Dr. Charles Payne, Chancellor, greet guests at the 1984 AJCCA reception.

CONSTITUTIONAL REVISION

The Executive Committee of the Alabama Junior and Community College Association recommends the adoption of the following proposed revised constitution to be voted upon by the membership at the April 10, 1985, 1:00 p.m., Business Meeting of the Association to be held at the Birmingham Civic Center Concert Hall. Mr. Gene Brannon, immediate past president of AJCCA, chaired the committee to revise the constitution, and the Executive Committee commends his significant and thorough work.

The Alabama Junior and Community College Association has been moving for several years in the direction of including in our membership the technical colleges in our state. It is with great pleasure that we present to our membership, through constitutional revision, opportunity for an historic associational change. Through the adoption of the new constitution, we will become the Alabama Junior, Community, and Technical College Association.

CONSTITUTION

ALABAMA ASSOCIATION OF COMMUNITY, JUNIOR AND TECHNICAL COLLEGES

ARTICLE I. Name

The name of this organization will be the **Alabama Association of Community, Junior and Technical Colleges.**

ARTICLE II. LOGO

The official logo for the Association shall be an outline of the State of Alabama over which is superimposed the letters AACJTC (lower case letters in boldface type). To the upper right of the state outline shall be written the name of the Association in lower case letters--**alabama association of community, junior and technical colleges.**

ARTICLE III. PURPOSE

It will be the purpose of the Association to promote development and advancement of community college education in Alabama by

- a. Promoting the best possible conditions for professional service;
- b. Encouraging professional growth;
- c. Improving articulation and cooperation with other levels of education;
- d. Identifying needs and problems of Alabama state two-year colleges through research and similar activities and communicating these to appropriate agencies for action; and
- e. Providing communication about and among the Alabama state two-year colleges.

ARTICLE IV. MEMBERSHIP

Four classes of membership are established: Individual, Associate, Institutional, and Affiliate.

- a. Individual membership is open to all full-time employees of Alabama state two-year colleges. Individual membership carries the right to vote on business of the Association. Individual membership dues shall be established by the Executive Committee.
- b. Associate membership, upon approval of the Executive Committee, is open to individuals whose professional activities are closely related to the functions and purposes of Alabama state two-year colleges. This is an honorary, nonvoting membership, and no dues will be assessed.
- c. Institutional membership, upon payment of annual dues, is open to all Alabama state two-year colleges. Dues for institutional membership shall be established by the Executive Committee.
- d. Affiliate membership, upon approval of the Executive Committee and payment of annual dues, is open to organizations and institutions whose activities are recognized as being closely related to the functions and purposes of Alabama state two-year colleges. Dues for affiliate membership shall be established by the Executive Board.
- e. The membership year will cover the period April 1 - March 31.

ARTICLE V. OFFICERS

Section 1. Officers.

- a. The officers of the Association will be president, vice-president/president-elect, secretary, treasurer, immediate past-president, and parliamentarian.
- b. The vice-president/president-elect will serve as president during the succeeding year. In case the elected president does not serve the full year, the vice-president/president-elect will complete the term. If the vice-president/president-elect serves more than six months as president, this will constitute his/her year in office as president. If he/she serves less than six months, he/she will serve as president during the following year.

Section 2. Selection of Officers.

- a. A Nominating Committee (consisting of **four** or more members of the Association) will be appointed by the president with the advice and consent of the Executive Committee. It will be the duty of the nominating committee to place in nomination two or more candidates for the officers of vice-president/president-elect and treasurer to the Executive Committee. **Beginning with the nomination of officers for the 1985-86 year, the Nominating Committee shall nominate for vice-president/president-elect members from the technical/community colleges. Each year thereafter, the nominating committee shall alternate the nominees for vice-president/president-elect between the junior/community colleges members and the technical/community college members.** The Executive Committee will then conduct the election and be prepared to announce at the annual meeting the names of those elected.
- b. The vice-president/president-elect and treasurer will be elected by the membership of the Association. A majority of votes cast will constitute election.
- c. The secretary will be appointed by the incoming president.
- d. The parliamentarian will be appointed by the incoming president.
- e. The officers will assume office upon adjournment of the annual convention.

Section 3. Duties of Officers.

- a. The president will preside at meetings of the Executive Committee and at the annual convention, will represent the Association in all matters pertaining to the Association, will call meeting of the Executive Committee, will appoint the secretary and parliamentarian, and will authorize expenditure and payment of Association funds.
- b. The vice-president/president-elect will perform those duties assigned by the president and will perform the duties of the president during his/her absence or disability.
- c. The treasurer will receive all money for the Association and make payment of Association funds upon authorization of the president. At the Annual convention, he/she will submit a report of the receipts and expenditures for the preceding year.
- d. The secretary will record minutes of the Association and of the Executive Committee. He/She will maintain a list of the entire membership in all classes of membership and will perform other duties as assigned by the Executive Committee.
- e. The parliamentarian will perform such duties as prescribed by Robert's Rules of Order, Revised.

ARTICLE VI. MEETINGS

- Section 1. There will be an annual convention of the Association, the time and place to be selected by the Executive Committee.

ARTICLE VII. COMMISSIONS

- Section 1. The following commissions are established to carry out activities consistent with the purposes of the Association:
- a. Commission on Faculty
 - b. Commission on Administration
 - c. Commission on Students
 - d. Commission on Support Personnel
- Section 2. Each commission will elect a chairperson and **vice-chairperson/chairperson-elect** at the annual convention to assume office at the adjournment of the annual convention. **Beginning with the 1985-86 year the Commission for Administration and for Support Personnel shall elect a chairperson from the technical/community college members and a vice-chairperson/chairperson-elect from the junior/community college members. The Commission for Faculty and for Students will elect a chairperson from the junior/community college members and a vice-chairperson/chairperson-elect from the technical/community college members. Each succeeding year the vice-chairperson-elect shall alternate between a junior/community college member and a technical/community college member.**
- Section 3. Commission responsibilities will include the following:
- a. Hold at least one business meeting each year. This meeting will be held during the annual convention of the Association.
 - b. Recommend to the Executive Committee within the commission's sphere of interest.
 - c. Coordinate the planning of the annual convention programs for the interest groups within the commission.
 - d. Articulate among Association members and between them and other educational institutions.
 - e. Promote and support effective practices within the commission's sphere of interest.
 - f. Submit proposed budgets for convention expenses, based on interest group requests, to the Executive Committee for approval prior to the convention, on a date established by the president.

ARTICLE VIII. INTEREST GROUPS

- Section 1. Interest groups will be established within each commission to carry out activities consistent with the purposes of the Association. Interest groups may be established by petitioning the Executive Committee with a minimum of ten (10) names of individuals who wish to participate in said interest group. The Executive Committee will have the right of approval or rejection of the petition. Approvals will be added to the list of interest groups meeting at the annual convention, and the president shall appoint an acting chairperson whose responsibility shall be to organize the session for the annual convention at which time formal organization of the proposed interest group will occur.
- Section 2. The following primary interest groups are established within the commissions:
- a. Commission on Faculty (reflects those currently operating)
 1. Art
 2. Business
 3. English
 4. Health careers
 5. Health, Physical Education, and Recreation
 6. Learning Resources
 7. Mathematics
 8. Music
 9. Reading
 10. Science
 11. Social Science
 12. Pre-Engineering/Engineering Technologies
 13. Foreign Languages

14. Early Childhood Development
15. Agribusiness
16. Air Conditioning and Refrigeration
17. Auto Body
18. Auto Mechanics
19. Aviation
20. Construction Trades
21. Cosmetology and Barbering
22. Diesel Mekchanics
23. Drafting
24. Electricity/Electronics
25. Food Service and Sewing
26. Graphic Arts
27. Machine Technology
28. Small Engine Repair
29. Truck Driving
30. Upholstery and Furniture
31. Welding

b. Commission on Administration (reflects those currently operating)

1. Executive officers
2. Academic/technical deans, officers
3. Financial officers
4. Directors of Resource Development and Institutional Research
5. Deans of Students/chief student development officers
6. Directors of Community Services/Industrial Coordinators
7. Division/Department Chairs
8. Public Relations officers

c. Commission on Students (reflects those currently operating)

1. Counselors
2. Financial Aid officers
3. Admissions officers
4. Directors/Coordinators of Veterans Affairs

d. Commission on Support Personnel (reflects those currently operating)

1. Secretarial, Administrative
2. Secretarial, Clerical
3. Accountants, Bookkeepers, Financial Assistants
4. Physical Plant Directors/Maintenance Skills
5. Custodial Workers
6. Grounds Keepers
7. Security
8. Bookstore Managers/staff
9. Computer Services Management/Staff

Section 3. Each interest group will elect a chairperson and a **vice-chairperson/chairperson-elect**. Election of the chairperson and **vice-chairperson/chairperson-elect** will be held at the annual business meeting of the interest group.

Section 4. Interest groups may be discontinued upon decision by vote of its members and such notification to the Executive Committee. Interest groups may also be discontinued by decision of the Executive Committee when it is determined that insufficient interest remains for the group to continue functioning as evidenced by attendance at group sessions at two consecutive annual conventions.

ARTICLE IX. COMMITTEES

Section 1. Executive Committee

- a. The members of the Executive Committee will be the president, vice-president/president-elect, treasurer, the immediate past-president, the chairperson and **vice-chairperson/chairperson-elect** of the Commission on Administration, the chairperson and **vice-chairperson/chairperson-elect** of the Commission on Faculty, the chairperson and **vice-chairperson/chairperson-elect** of the Commission on Students, the chairperson and **vice-chairperson/chairperson-elect** of the Commission on Support Personnel. The secretary and the parliamentarian of the Association will serve as non-voting members of the Executive Committee. The ex-officio non-voting members of the Executive Committee will be the Chancellor of Postsecondary Education or his/her designee, the Executive Director of the Alabama Commission on Higher Education or his/her designee, and a representative of the Postsecondary Council of Presidents, unless otherwise represented on the Executive Committee. A publications editor appointed by the president will serve on the Executive Committee as a non-voting member.
- b. The duties of the Executive Committee will be to plan the annual convention, review recommendations of the Commissions, serve as the membership committee, and carry out such activities as may be assigned by the Association. The Executive Committee has the power to establish policies for effective operation of the Association within the guidelines of the Constitution. The Executive Committee may recommend action on matters referred to the Association.
- c. Upon the resignation or incapacitation of an officer, with the exception of the president, the Executive Committee will appoint a member to fill the unexpired term.
- d. The Executive Committee will meet immediately after the annual business meeting of the Association and will hold at least one additional meeting each year.
- e. A majority of the voting membership of the Executive Committee will constitute a quorum for the purposes of conducting meetings.

Section 2. Nominating Committee

- a. The Nominating Committee will be appointed by the president with the advice and consent of the Executive Committee and will consist of **four** or more members of the Association. **The committee shall have representatives from both the junior/community college and the technical/community college members.** Article V, Section 2-a specifies the duties of the Nominating Committee.

Section 3. Publication Committee

- a. A Publication Committee, appointed by the president, will carry out such duties as designated by the Executive Committee. **This committee shall be comprised of an equal number of representatives from the junior/community colleges members and the technical/community college members.**

Section 4. Auditing Committee

- a. An Auditing Committee, composed of two persons employed at member institutions other than those represented on the Executive Committee, will be appointed by the president to carry out such duties as designated by the Executive Committee.

Section 5. **Ad hoc** committees may be appointed by the president.

ARTICLE X. FINANCE

The Association will have the authority to establish the annual individual and institutional dues. The Association invests in the Executive Committee full responsibility for accepting gifts, grants, or income from appropriate sources.

ARTICLE XI. AMENDMENTS

Proposed amendments will be submitted in written form to the secretary by a member at least ninety (90) days before the annual convention. The secretary will distribute such proposed changes in written form to all individual and institutional members at least thirty (30) days prior to the annual convention. Ratification of all changes of the Constitution will require two-thirds favorable vote from the members attending the business session of the annual convention.

April Professional Development Conference Program Outline

Wednesday, April 10, 1985

| | | |
|------------------------|---|--|
| 10:00 a.m. - 2:00 p.m. | Registration | Birmingham Civic Center, South Exhibit Hall |
| 10:00 a.m. - 5:00 p.m. | Technical/Academic Exhibits | Birmingham Civic Center, South Exhibit Hall |
| 1:00 p.m. - 1:45 p.m. | AJCCA Business Session (junior/community college employees) | Birmingham Civic Center, Concert Hall |
| | AVA Business Session (technical college employees) | Birmingham Civic Center, South Meeting Room A |
| 2:00 p.m. - 4:00 p.m. | Opening Session | Birmingham Civic Center, Concert Hall |
| 5:00 p.m. - 7:00 p.m. | Anniversary Reception | Hyatt Hotel, Four Oceans Ballroom |

Thursday, April 11, 1985

| | | |
|------------------------|----------------------------------|--|
| 9:00 a.m. - 12:00 noon | Special Interest Group Workshops | 53 designated locations in Civic Center, Hyatt, Holiday Inn, University Inn, Hilton, area colleges, etc. |
| 10:00 a.m. - 4:00 p.m. | Technical/Academic Exhibits | Birmingham Civic Center, South Exhibit Hall |
| 12:00 noon - 2:00 p.m. | Lunch, on your own | |
| 2:00 p.m. - 5:00 p.m. | Workshops continue | |

Free evening

Friday, April 12, 1985

| | | |
|------------------------|---|--|
| 9:00 a.m. - 10:15 a.m. | Commission Meetings Faculty Administration Staff Students | Civic Center, South Meeting Rooms Hyatt, Pacific Hyatt, Caribbean & Baltic Hyatt, Arctic & Indian |
| 10:30 a.m. - noon | Final Session | Civic Center, South Exhibit Hall |

Adjournment

BIRMINGHAM SHUTTLE SERVICE

Shuttle bus service will be available to conference attendees on Wednesday, April 10, 1985, between the hotels and the Civic Center on a 10 minute schedule from 11 a.m. until 2 p.m. and from 4 p.m. to 7:30 p.m. (The Ramada Inn, Homewood, will not be on the shuttle bus route.)

Cites for Interest Group Meetings

Thursday, April 11

| | |
|---|---|
| Jefferson State Junior College | Health, Physical Education Faculty Learning Resources |
| Birmingham Museum of Art | Art Faculty |
| Bessemer State Technical college | Agribusiness Air Conditioning/Refrigeration Auto Mechanics |
| Lawson State | Auto Body Cosmetology/Barbering Commercial Foods/Sewing |
| Willings Detroit Diesel, Inc. Birmingham | Diesel Mechanics |
| Hilton | Academic/Technical Officers Dean of Students Executive Officers Business, <u>English</u> , Music, and Reading faculties Division/Department Chairs |
| Holiday Inn | Public Relations Directors of Community Services/ Industrial Coordinators Directors of Federal Programs/Institutional Research Financial Officers Health Careers Mathematics faculty Bookstore Managers Foreign Languages |
| University Inn | Computer Services Admissions Officers Counselors Directors of Veterans Affairs Financial Aid Officers |
| Hyatt | Pre Engineering/Technologies Maintenance Employees Drama/Speech, Social Science, Science faculties Construction Trades Drafting Upholstery/Furniture <u>Secretaries</u> Accountants, Bookkeepers, Financial Assistants |
| Civic Center | Custodial Workers Welding Truckdriving Groundskeepers Security Small Engines Electricity/Electronics Graphic Arts/Printing Services Machine Technology |

CONVENTION HOTELS

| | Single Rate | Double Rate |
|----------------------------|--------------------|--------------------|
| Hyatt | (All rooms booked) | |
| Hilton | \$50.00 | \$58.00 |
| Phone: 933-9000 | | |
| Holiday Inn Medical Center | 38.00 | 43.00 |
| Phone: 322-7000 | | |
| University Inn | 35.00 | 46.00 |
| Phone: 933-7700 | | |

ALTERNATE HOTELS

| | | |
|---|-------|-------|
| Ramada Inn, Homewood | 46.00 | 46.00 |
| Interstate 65, Oxmoor Road Exit Phone: 942-2041 | | |
| Travel Lodge | 22.00 | 25.00 |
| 20th Street, across from Hilton Phone: 252-8041 | | |

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